



City of Alexandria, Virginia

MEMORANDUM

DATE: APRIL 9, 2013

TO: AD HOC FORT WARD PARK AND MUSEUM AREA STAKEHOLDER ADVISORY GROUP

THROUGH: NELSIE L. SMITH, DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET 

FROM: CHRIS BEVER, ANALYST, OFFICE OF MANAGEMENT AND BUDGET 

SUBJECT: PROPOSED FY 2014 FORT WARD MUSEUM AND HISTORICAL SITE FUNDING

This memorandum is to provide details to the Ad Hoc Fort Ward Park and Museum Area Stakeholder Advisory group on the City Council Proposed FY 2014 Budget for Fort Ward Park, Museum, and Historic Site operations, special projects, and capital funding. It is noted that the numbers represent the Proposed FY 2014 Budget as City Council will adopt the budget on May 6, 2013.

Proposed Operating Budget

Department	Program	FY 14 Proposed Budget
Office of Historic Alexandria	Fort Ward Museum and Historic Site	\$368,036
Office of Historic Alexandria	Fort Ward Archeological Study	*\$0
Recreation, Parks, and Cultural Activities (RPCA)	Fort Ward Park Operations	\$70,664
Transportation & Environmental Services (T&ES)	Responsibilities per Memorandum of Understanding (Attached)	**See Below
General Services	Responsibilities per Memorandum of Understanding (Attached)	**See Below

*As of 4/1/2013, a balance of \$33,034 from prior year funding remains available for completion of the Fort Ward Archaeological Study. If there is a remaining balance in FY 2013, funds will be carried forward to FY 2014 to complete work. No additional funding is proposed for FY 2014.

**Functions performed by T&ES and General Services are part of the larger scope of work for those City's departments. They do not have a separate budget for work specifically done at Fort Ward, so the estimated budget cannot be quantified. Responsibilities for the types of work designated to each department can be found in the attached Memorandum of Understanding – Fort Ward Parks and Museum Area Operations and Maintenance dated August 2011.

City Council Contingent Reserves

Department	Program	*Available Balance
Non-Departmental	City Council Contingent Reserves – Fort Ward Management Plan (Item must be docketed and presented to City Council for approval before funding is released.)	\$110,000

*The Available Balance is funding is carried over from FY 2012 City Council Contingent Reserves. No additional funding is planned for FY 2014. Item expected to be docketed in late-April/early-May 2013.

Capital Improvement Program (CIP) Budget

CIP Section	Project	FY 14 Proposed Budget
Public Buildings (Managed by General Services)	City Historic Facilities Capital Facilities Maintenance Plan – Fort Ward ADA walkway, soil erosion, and office improvements. ADA work is associated with the Save America's Treasures grant; the grant requires a 50% City match.	\$112,000
Sewers (Managed by Transportation & Environmental Services)	Fort Ward Stormwater Improvements – A total of \$585,000 has been budgeted for this project in FY 2012 and FY 2013. As of February 2013, the City is seeking to secure the services of a qualified consulting firm to perform the drainage study and formulate the stormwater management plan for the park, which will be used to implement the construction phase of the project.	\$0

Additionally, there is one active grant associated with initiatives at Fort Ward. The grant was awarded in a prior fiscal year; however, the entire amount awarded for the grant has not been expended to date.

Active Grants

Grant Source	Purpose	Total Grant Award	Remaining Balance
Save America's Treasures	ADA Accessible Walkway and Expanded Archaeological and Historic Research	\$75,000	\$70,000

Should you have any additional questions or comments regarding Proposed FY 2014 funding for the Fort Ward Museum and Historical Site, please contact Christopher Bever, OMB Analyst at 703-746-3744, or via e-mail at christopher.bever@alexandriava.gov.

cc: Mark Jinks, Deputy City Manager
Debra Collins, Deputy City Manager
Laura Triggs, Chief Financial Officer
James Spengler, Director, Recreation, Parks & Cultural Activities
Lance Mallamo, Director, Office of Historic Alexandria
Richard Baier, P.E., LEED AP, Director, T&ES
Jeremy McPike, Director, General Services

**Office of Historic Alexandria
Department of Recreation, Parks and Cultural Activities
Department of Transportation and Environmental Services
Department of General Services
Memorandum of Understanding-Fort Ward Park and Museum Area Operations and
Maintenance
August, 2011**

- I. **TITLE:** *Agreement for the Performance of Daily Operations and Maintenance for the Fort Ward Park and Museum Area Operated by the Office of Historic Alexandria, the Department of Recreation, Parks & Cultural Activities and Other Involved Departments.*
- II. **PURPOSE:** To establish clearly defined areas of responsibility between the Office of Historic Alexandria (OHA), the Department of Recreation, Parks, & Cultural Activities (RP&CA), the Department of Transportation and Environmental Services (TES), and Department of General Services (GS) for the budgeting and performance of operations and maintenance, within the Fort Ward Park and Museum Area.
- III. **MOU COORDINATION GROUP:** Each department will appoint a representative to participate in quarterly coordination meetings that will serve to address and resolve issues related to the management, maintenance and operations of the Fort Ward Park and Museum Area. Issues of interpretation of the MOU or changes and modifications will be placed on a quarterly meeting agenda of the coordination group.
- IV. **RESOLUTION OF MOU AND NON-MOU RELATED ISSUES:** Operating issues not covered in the MOU, including special requests/work orders and personnel related matters, should be handled via the established chain of command for each involved department.
- V. **DEFINITIONS OF SERVICES:**

Regularly Scheduled Maintenance Operations
 - a. **Mowing:** Responsibility for scheduled mowing, trimming and weed control and related contract management based on designated sensitive historical areas.
 - b. **Leaf Collection:** Seasonal responsibility to collect and remove fallen leaves from high traffic and/or areas not heavily wooded.
 - c. **Snow Removal:** Seasonal responsibility to remove snow and ice from all paved vehicular and pedestrian thoroughfares.
 - d. **Trash Pick-up:** Daily responsibility for litter control, emptying of site trash cans into dumpster, and dumpster pick-up.

Fort Ward
Memorandum of Understanding

- e. **Housekeeping:** Custodial services to include general cleaning, vacuuming, dusting, trash pickup and removal, and replacement of operating supplies (toilet paper, paper towels, hand soap, trashcan liners).

As Needed Maintenance Operations

- a. **Landscaping and Invasive Management:** Responsibility for management of site landscaping, including planting and maintaining landscape beds and control/removal of invasive species.
- b. **Tree Maintenance and Planting:** Responsibility for identification of locations and planting of new, tree limbing, pruning and dead fall removal as needed.
- c. **Site Amenities:** Responsibility for identification of locations for any new site amenities (including furnishings) and maintenance of existing amenities.
- d. **Roadway and Parking Lot Maintenance:** Responsibility to maintain all paved areas throughout the park, including any repairs and repaving required.
- e. **Stormwater Maintenance:** Responsibility to initiate necessary study, intervention and management of streams and stormwater run-off and related impacts on the site and adjacent properties.
- f. **New Buildings or Renovations:** Responsibility to determine locations, design, obtain permits, and manage construction of any new or renovated buildings.
- g. **Park Reservations:** Responsibility to manage the rental of picnic sites and amphitheater, including receiving and processing deposits and payments, informing renters of all rules and regulations, and alerting park management staff of all rentals.
- h. **Special Events:** Responsibility to coordinate and schedule any special events held at the park, including ensuring all required permits are acquired.

Fort Ward
Memorandum of Understanding

VI. RESPONSIBILITIES:

The Department of Recreation, Parks and Cultural Activities, the Office of Historic Alexandria, the Department of Transportation and Environmental Services, and the Department of General Services agree to the areas of operations and maintenance service in accordance with the following:

	RPCA	OHA	TES	GS	Volunteer
Digging/ground disturbance	X	72 hour advance notice	X	X	
Archaeology work	Two weeks advance notice	X	Two weeks advance notice	Two weeks advance notice	
Support for History projects/events (special requests)	Two weeks advance notice	X			
Mowing and hedge trimming within historically sensitive areas as designated on Map A		X			
Mowing of park lawn areas not designated as historically sensitive on Map A	X				
Irrigation Management	X	X			
Tree maintenance	X				X
Determining location of new trees	X	X			
Landscaping and flower beds (planting and maintenance)	X				X
Trash pick-up Monday – Friday	X		X		
Trash pick-up Weekends	X		X		
Custodial and stocking for park restrooms/facilities M,W,TH,SA,SU mornings/afternoons as designated on Map C	X				

Fort Ward
Memorandum of Understanding

	RPCA	OHA	TES	GS	Volunteer
Custodial and stocking for park restrooms/facilities TU,FR mornings as designated on Map C		X			
Design of park signage	X	X			
Maintenance of park and regulatory signage			X		
Design and maintenance of historical/interpretive signage		X			
Design and determining location of site amenities (grills, park furniture, pavilions, playground, etc.)	X	X			
Maintenance of site amenities (grills, park furniture, pavilions, playground, etc.)	X	Two weeks advance notice			
Maintenance of roads, paved areas and walkways (no ground disturbance)	Two weeks advance notice	Two weeks advance notice	X		
Maintenance of stream/stormwater			X		
Cultural Resource Inventory (ongoing)		X			
Interpretation of Cultural and Historic Resources		X			
Interpretation of Natural Resources	X				
Park Reservations and Special Event Management	X	X			
Enforcement and Monitoring of park reservations	X	X			

Fort Ward
Memorandum of Understanding

	RPCA	OHA	TES	GS	Volunteer
Management of onsite reservations	X				
Maintenance of museum building, Officer's Hut, and Fort Gate as designated on Map C		X		X	
Museum building, Officer's Hut, Fort Gate CIP projects as designated on Map C		X		X	
Maintenance of grave/burial sites as designated on Map A		X			
Maintenance of restroom and storage facilities as designated on Map C	X	X		X	
Maintenance of two sheds in Adams memorial/grave area as designated on Map C		X			
Maintenance of amphitheater/storage area as designated on Map C	X				
Park buildings CIP projects as designated on Map C	X	X		X	
Design and determining location of new park or museum/fort buildings and structures	X	X		X	
Tree litter and leaf pick-up/removal	X				
Snow removal as indicated on Map B	X				
Bags of ice melt dropped at museum if necessary	X				
Coordination/ Meeting schedule	X	X	X	X	

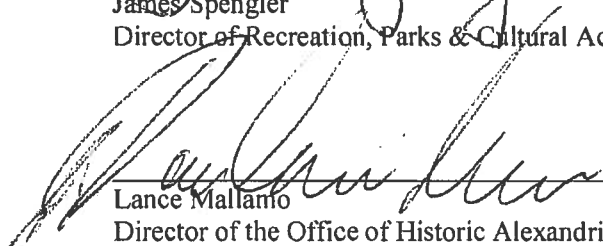
Fort Ward
Memorandum of Understanding

Allocation and use of the park and museum structures is as shown on Map C.

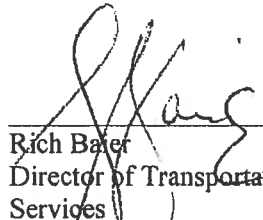
We, the undersigned, agree to the items as outlined and defined in this memorandum of understanding:


James Spengler
Director of Recreation, Parks & Cultural Activities

Date: 9/12/2011


Lance Mallanfo
Director of the Office of Historic Alexandria

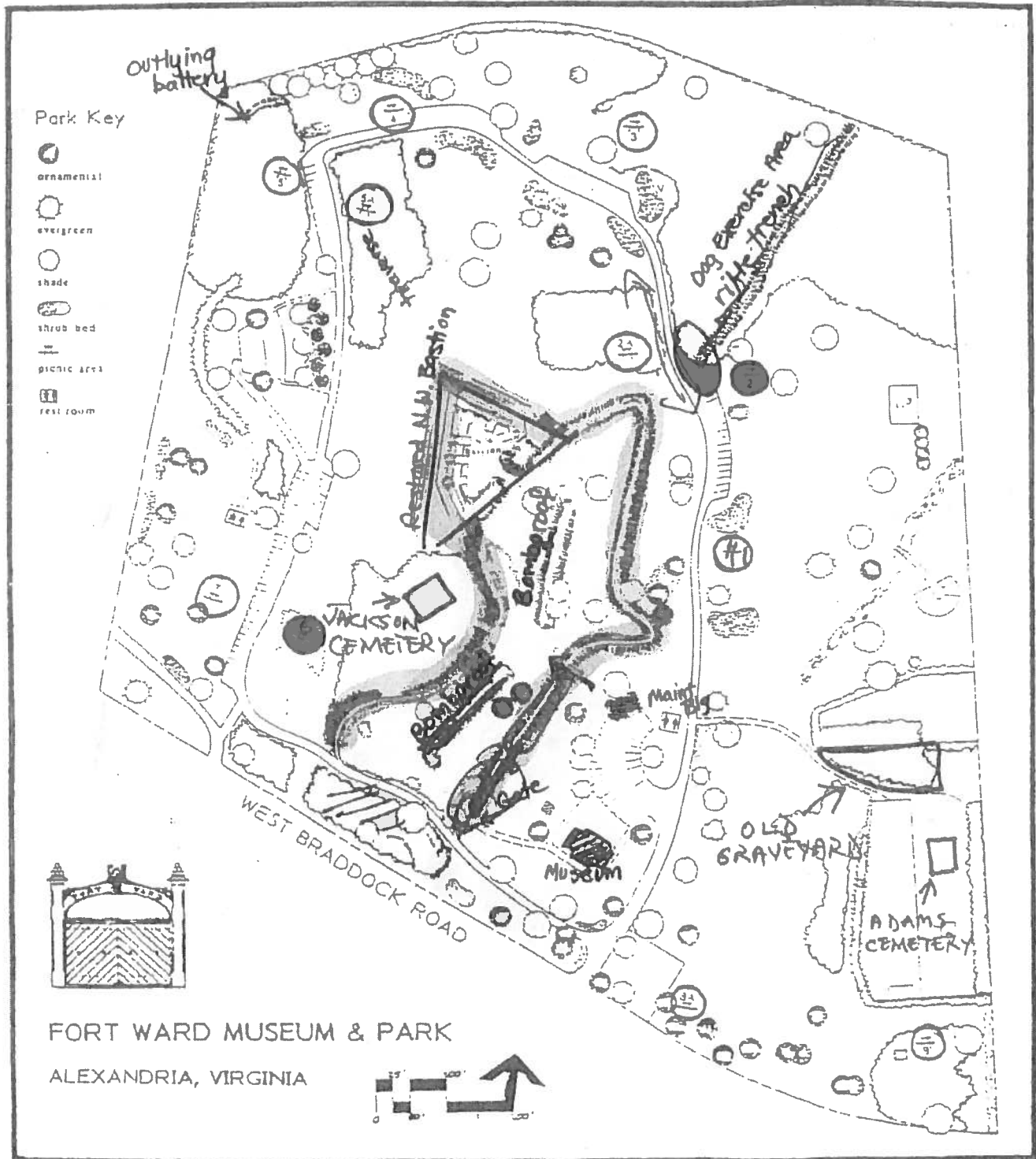
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Rich Baler
Director of Transportation and Environmental
Services

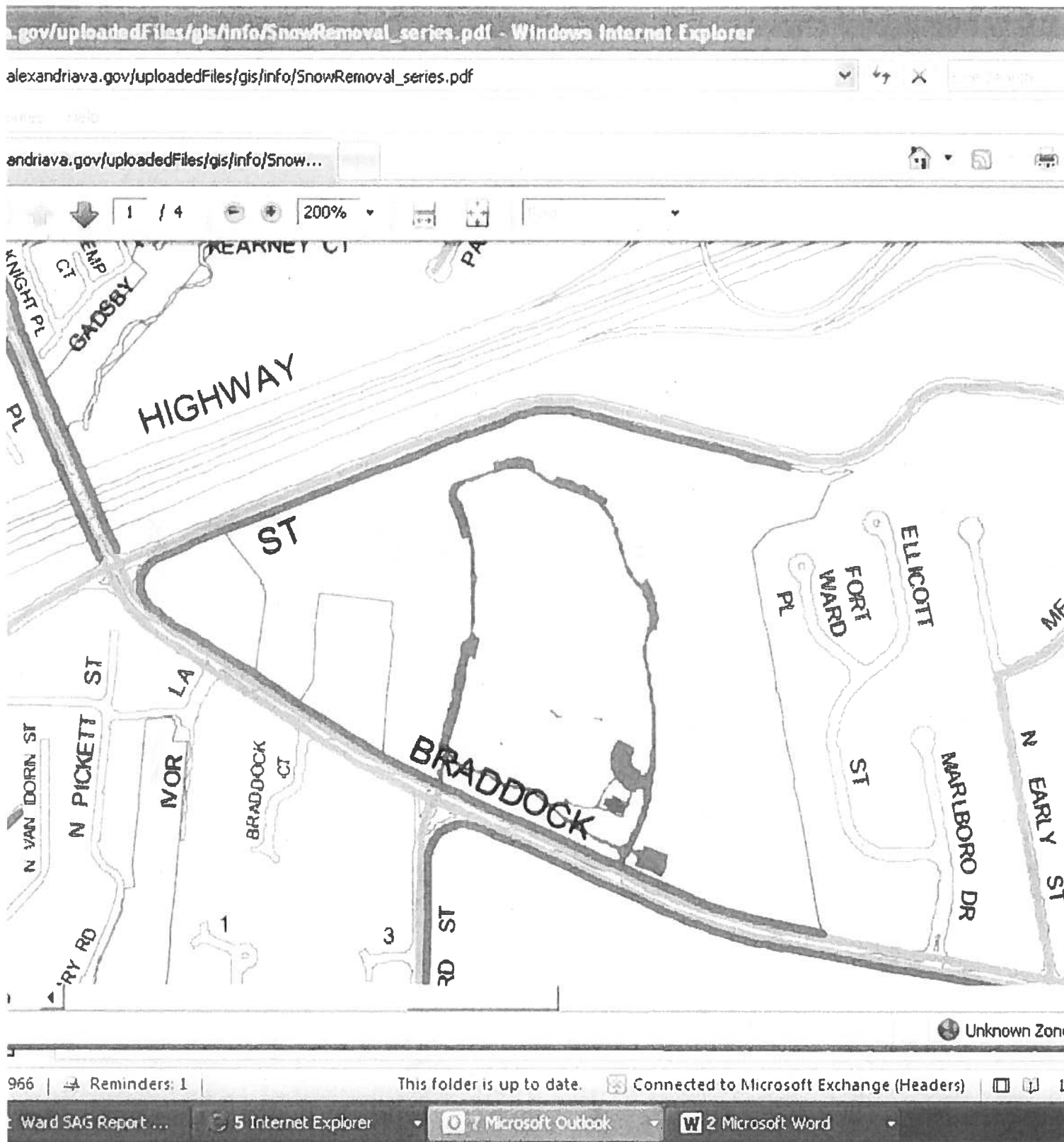
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Jeremy McPike
Director of General Services

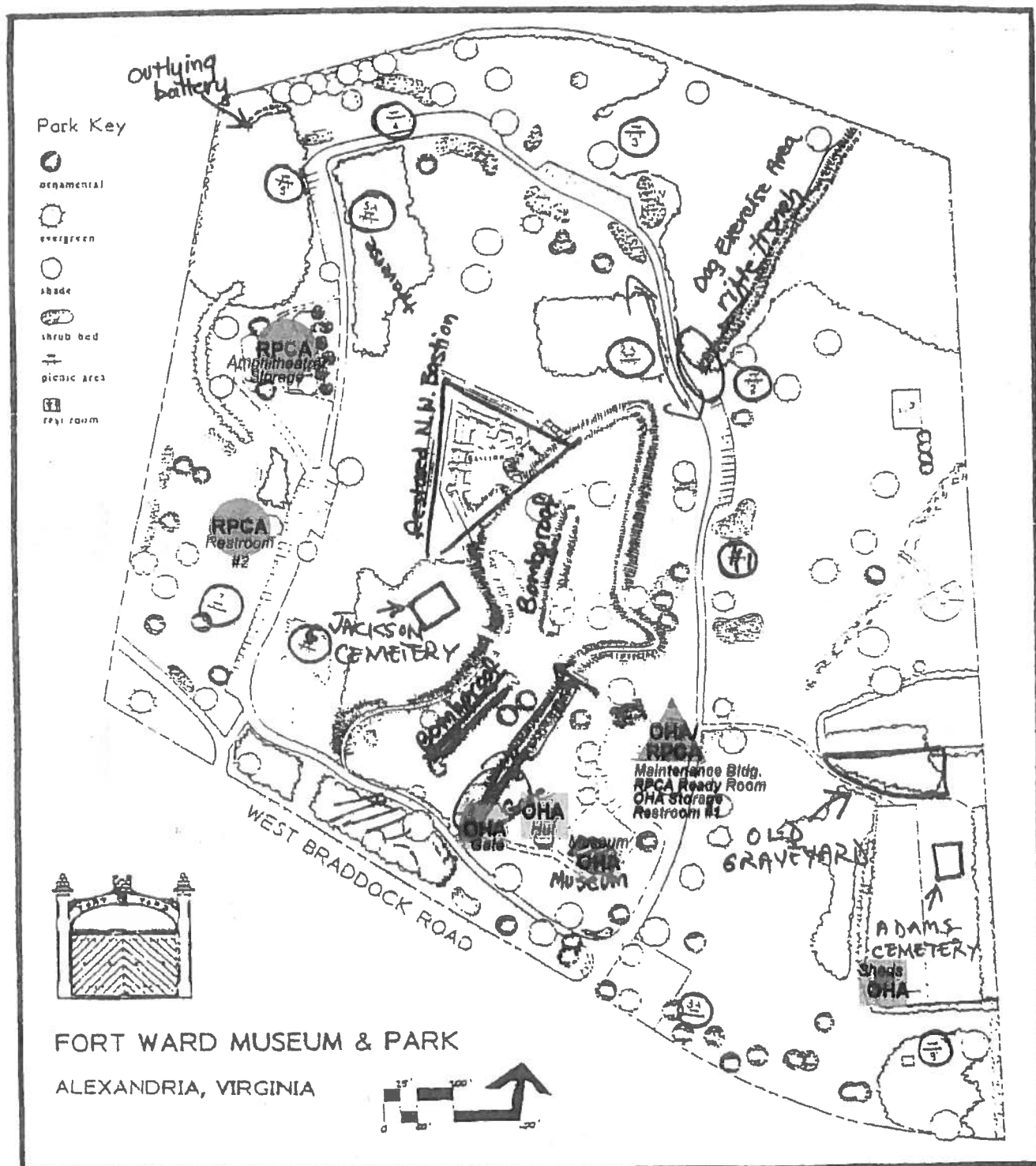
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Map A



Map B



KEY



Building Maintenance in conjunction with General Services

Map C